

UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET
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CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO	INITIALS	DATE
1 Deputy Director (Administration)		
2		
3		
4		
5		
FROM	INITIALS	DATE
1 Chief, Organization & Methods Service		4/30/52
2		
3		

<input type="checkbox"/> APPROVAL	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

REMARKS:

It was found that in the overt offices, administration functions were not too complicated or extensive, and therefore, as far as the overt offices are concerned, this report covers all phases of administration. The problems in the covert offices are much larger and more complex, and a separate report is being made to cover the covert offices. To sum up, there is no great duplication of admin-

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istrative effort in the overt offices, except to some extent in ORR. The main problem is to get unification of procedure. This should be done by the administrative offices receiving proper direction and instruction from Central Administration.

WLP

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